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## PROCEDURE FOR ASSOCIATION'S PARTICIPATION IN THE PRODUCT APPROVAL SUBMITTAL CHECKLIST #0345

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The Product Control Division encourages the participation of associations, which are representative of industry, in the testing process for products. Associations are responsible for developing their own policies and procedures to ensure that its members manufacture approved products under a quality assurance program in conformance to the requirements of the Miami-Dade County's Product Control Section. In order to facilitate participation in the testing sharing of identical products, the Product Control Section has developed this submittal procedure which must include the following items:

- ❑ Completed Product Control Application for Certificate of Competency along with a check payable to "*Building and Neighborhood Compliance Department*" for the applicable amount. The application fee covers a one-year program participation period.
- ❑ Application must be accompanied by a detailed proposal, in the association letterhead, expressing their interest to participate;
- ❑ Copy of Association incorporation documents, approved by the State of Florida;
- ❑ Copies of minutes of meeting in which officers and members approved this proposal;
- ❑ List of association members indicating the manufacturer's name, manufacturer's representative name, actual manufacturing address, and phone number. Associations shall notify the Quality Assurance Unit of the Product Control Office by letter, signed by an officer of the association, every time a membership is removed; and
- ❑ Quality Assurance Manual addressing:
  - Scope;
  - Organization;
  - Name of appointed association officer to act as County-Association liaison;
  - Street address of association's headquarters;
  - Membership Criteria;
  - Policy on handling complaints against members;
  - Policy on handling misuse of products by members;
  - Policy on handling misuse of test data by members;
  - Continuing education of members;
  - Policy for reviewing and evaluating member's products;
  - Test results submittal procedures; and
  - Quality audits and inspection criteria

### Certificate of Competency Renewal

The certificate of Competency will expire each September 30 of the fiscal year. Renewal submittals must include the following:

- ❑ Completed Application PC003 Rev Jan 2005 - Cert of Competency
- ❑ Check for the applicable filing fee, payable every two (2) years;
- ❑ Updated list of participating members in the association;
- ❑ Updated list of non-continuing members. Associations shall notify the Quality Assurance Unit of the Product Control Division by letter, signed by an officer of the association, every time a membership is cancelled or added;
- ❑ Updated Quality Assurance Manual if any change or revision were made; and
- ❑ Copy of all resulting reports from the quality assurance audits conducted by the association for each of the participating members during the fiscal year.

